EASE Quick Check Table For Submissions

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When preparing a scientific manuscript for submission to a journal, it is often time-consuming for authors to find the journal's specific preferences and requirements, many of which can influence immediate rejection or acceptance of a paper.

Submission guidance can be similarly tricky for journal editors too, for whom there are few convenient resources available to guide or standardise the presentation of instructions for authors and formatting guidelines.

The EASE Quick Check Table For Submissions is a template intended to make life easier for both authors and editors by summarising requirements into a simple table at the start of instructions for authors, clearly displaying the essential information that is required for the paper to move to the peer review process.

How to use this table

The table includes spaces for the most commonly featured measures such as word count, number of keywords, format of tables and figures, reference style, journal policies and additional notes. This table is intended to be easily updated, for flexibility between journals, and for amendments to be made as journal preferences change.

Authors are encouraged to create one version of this table for each of their target journals, read the full author instructions of each and update this form with the full submission requirements to check against during the writing process, and before submission to ensure compliance before uploading or sending files to the editors.

Journal editors are encouraged to develop the core features of this table into the full set of styles, formats and requirements they wish to use for their journal. Journals may make a version of this table available for authors to help format and check their articles before submission.

This form was first created in September 2020 by Sylwia Ufnalska and Alison Terry, in cooperation with other EASE member editors, and published as a proposal in EASE journal, European Science Editing[1]. Updated in April 2023 by Duncan Nicholas.

Definitions for models of open peer review are taken from Defining Open Peer Review: Part Two - Seven Traits of OPR by Tony Ross-Hellauer[2]

The Quick Check Table For Submissions can be found on the EASE website: https://ease.org.uk/publications/ease-statements-resources/quick-check-table-for-submissions/

More EASE Statements, Guidelines and Resources are available on the EASE Publications web pages: https://ease.org.uk/publications/

References

1. Ufnalska S, Terry A (2020) Proposed universal framework for more user-friendly author instructions. European Science Editing 46: e53477. https://doi.org/10.3897/ese.2020.e53477
2. Ross-Hallauer T (2016) Defining Open Peer Review: Part Two - Seven Traits of OPR. OpenAIRE, 02 Nov 2016 . https://www.openaire.eu/blogs/defining-open-peer-review-part-two-seven-traits-of-opr-1

Quick Check Table

GENERAL GUIDELINES	Manuscripts should be COMPLETE, CONCISE and CLEAR (see *EASE Guidelines*, available in many languages). Follow the appropriate reporting guidelines where applicable.

WORD LIMITS, etc.

Body text Original articles <other article types>	
Abstract Original articles <other article types>	
Keywords Original articles <other article types>	
Highlights/ Key Message (below the abstract)	
Tables/figures Original articles <other article types>	

TITLE PAGE INFORMATION

Title	
Short running title	
Author names	
Affiliation information required	
Corresponding author contact details	
Persistent identifiers of author(s), etc.	

STRUCTURE OF BODY TEXT, END MATTER, REFERENCES

Typical headings **Original articles** <other article types>	

Subheadings	
Specific wording required for any section	
End matter (e.g. authorship contributions)	
References maximum number Original articles \<other article types\>	
Referencing style	

FORMATTING

Spelling	
General style	

SUBMISSION NOTES

Cover letter Required? Specific details to be mentioned?	
Links to all required author forms needed at submission or after acceptance? Signed by all authors or by submitting author?	
Proposed reviewers Optional / mandatory? How many? What details are required?	
Tables Required as separate files?	
Figures Required as separate files? Any formats preferred?	
Supplementary files	
Fees and payments For open access, colour images, pages etc.?	

JOURNAL POLICIES, etc.

Publication model (Subscription / hybrid / full open access?)	
Preprint and prepublication	
Data sharing	
Peer review model* (Single- / Double- / Triple- anonymised / Open review?)	
Manuscript acceptance / rejection rate	
Peer review and production times	
Citation and Alternative Metrics	

ADDITIONAL DETAILS

Use this space to provide details of any features or requirements of note that do not fit any other categories of this table

* Peer review systems:

Anonymised review models:

- Single-anonymised: authors do not know the identity of reviewers
- Double- anonymised: neither authors or reviewers know the identity of each other
- Triple- anonymised: same as double, with the addition editors do not know the identity of authors/institution

Open review models

- Open identities: Authors and reviewers are aware of each other's identity
- Open reports: Review reports published alongside the relevant article
- Open participation: The wider community contribute to the review process
- Open interaction: Direct reciprocal discussion between author(s) and reviewers, and/or between reviewers, is allowed and encouraged
- Open pre-review manuscripts: Manuscripts are made immediately available (e.g., via pre-print servers like ArXiv) in advance of any formal peer review procedures
- Open final-version commenting: Review or commenting on final "version of record" publications

Open platforms: Review is de-coupled from publishing in that it is facilitated by a different organizational entity than the venue of publication

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